

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

December 10, 2009

PRESENT: Patricia Finder-Stone, Tom Diedrick, Libbie Miller, Keith Pamperin, Bill Clancy, Steve Daniels, Donajane Brasch,

EXCUSED: Grace Aanonsen, Pat Cochran, Judy Parrish

ALSO PRESENT: Ms. Archambault Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, Diana Brown, Steve Maricque

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: No introductions were needed.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Supervisor Clancy to adopt the December 10, 2009 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 22, 2009: Mr. Pamperin moved and Ms. Miller seconded to approve the minutes of the regular meeting of October 22, 2009. **MOTION CARRIED.**

COMMUNICATION FROM WILLIAM PECK – LETTER TO COUNTY BOARD RE: END OF COMPUTER CLASSES AT ADRC: Ms. Archambault presented the letter from William Peck, NWTC computer instructor, regarding his concern about the computer classes no longer being able to be held at the ADRC location. Ms. Archambault stated the participants of the class signed the letter as well. Ms. Archambault stated that the change in classroom availability does not impact a great number of people and that other locations are available for the classes to be held. She stated that the ADRC needs to expand our office space to accommodate our increasing responsibilities as an ADRC making renovating space a necessary task.

FINANCIAL REPORT:

A. APPROVAL OF OCTOBER FINANCE REPORT:

Ms. Archambault reviewed the financial report and stated the agency is on target with our current budget. Ms. Archambault called attention to line 8-9-10 that lists special grants the agency has received and is working on. She stated these funds will be expended as required.

Ms. Archambault noted that the MA claiming dollars received are much higher than anticipated and that Title III funds will be spent before the end of the year.

Mr. Pampering asked if there are any additional funds for the nutrition program. Ms. Archambault explained that stimulus funds are available in next years budget and that we are anticipating and planning for the loss of those funds for 2011. Some of the current discussion surrounding planning for the loss of stimulus funds in 2011 include:

- Getting volunteer input on what things might be possible to reduce while continuing to support their valuable contribution as volunteer drivers.

- Asking HBM drivers how they might view the ADRC not providing a free meal when they drive a route.
- Reviewing all ways we can reduce costs and get input from as many people as possible.

Supervisor Clancy noted that it was unfortunate that the shrinking budgets require a reduction in volunteer recognition and support. Ms. Archambault stated that she has been told that the budget looks additionally challenging for 2011 as well. Ms. Miller moved to approve the finance report. Ms. Brasch seconded. **MOTION CARRIED.**

B. APPROVAL OF RESTRICTED FUNDS:

There were no Restricted Funds.

PERSONNEL COMMITTEE REPORT:

A. APPROVAL OF PANDEMIC FLU POLICY – Mr. Diedrick stated the Personnel Committee reviewed the H1N1 Policy and the committee is recommending board approval. The policy would only go into effect if the County Executive would declare a H1N1 emergency exists in Brown County. Ms. Archambault explained that this policy would allow her to send staff home should they be ill and come into work. It would also allow the director and/or board chairperson to waive the requirement that an employee needs a physician's signature before returning to work. Typically during times of pandemic flu the doctors do not want individuals to come into the office to infect other people in the waiting rooms. Mr. Pamperin moved to approve the policy. Ms. Miller seconded. **MOTION CARRIED.**

B. USE OF CASUAL DAY BENEFIT - Ms. Archambault explained that the ADRC staff receive five casual days that they must use whenever they call in due to illness. If staff do not use the five days in a calendar year, they are paid out in January and are not allowed to carry days over into the next year. If the furlough days remain in the 2010 budget, Ms. Archambault is proposing that staff not be required to use casual days for illness but have the option of using a vacation or personal day if they so choose. For some staff, required furlough days will have a great impact on their personal budgets and this flexibility in using their benefits may ease some of the burden. Mr. Pamperin moved to approve the policy. Ms. Miller seconded. **MOTION CARRIED.**

C. EVALUATION OF DIRECTOR - Mr. Diedrick stated that the Personnel Committee had a closed session on December 4th, 2009 to complete the Directors personnel evaluation. The committee gave Ms. Archambault a positive review and thanked her for all the good work she does on behalf of the agency. Committee members stated that they are concerned about anyone being able to replace all of her knowledge and leadership. They have asked Ms. Archambault to put together a succession plan to look toward the short and long term goals of the agency. Ms. Archambault stated she will be developing a plan, not only for herself but also for the other key management staff at the agency.

I&A UPDATE: Ms. Christianson handed out the Collaboration Report of the ADRC, Crisis Center and 2-1-1. The report includes information regarding the agencies' top ten topics/issues, referrals and unmet needs. She reviewed the data and charts listed and the importance of this partnership. She discussed the continued challenges and rewards of

working together. Brown County is a service rich community and there are more than 800 entries in our community services database. Our collaboration means that providers only need to respond to requests for updates from one organization. Ms. Christianson also described the increase in walk in traffic at the ADRC and the models that unit is trying in order to accommodate the increase in volume.

APPROVAL OF 2010 s.85.21 SPECIALIZED TRANSPORTATION GRANT: Ms. Archambault reminded board members that the budget for these programs had been approved during our regular budget process. The s.85.21 grant application they received for review contains more detailed program information as well as information about coordination and unmet needs. The application is required to be approved by the ADRC Board and the Human Services Committee. It will also be reviewed by Brown County's Transportation Coordinating before submitting to the state. Specific transportation services noted include: American Red Cross, Salvation Army, Brown County Human Services, N.E.W. Curative Rehabilitation, The Oneida Tribe, Driver Escort and Lamers Bus Lines.

Sup. Clancy moved and Mr. Pamperin seconded to approve the 2010 s.85.21 Specialized Transportation Grant. **MOTION CARRIED.**

LEGISLATIVE UPDATE: Mr. Diedrick noted that the provision of personal care services for people with disabilities to keep them in their own homes is still a part of the National Health Care Proposal.

DIRECTOR'S REPORT: Ms. Archambault stated that the ADRC was closed yesterday due to inclement weather. She reported that our emergency calling tree was implemented and it was very successful.

GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAar) NETWORK NOTES: Ms. Archambault distributed copies of the proposed GWAar Summary of their 2010-2012 Area Plan on Aging for board members to peruse. She also announced that GWAar will be holding a public hearing on Friday, December 11, 2009, from 1:00 -2:00 p.m. at N.E.W. Curative for the purpose of review and comment on their Area Plan on Aging.

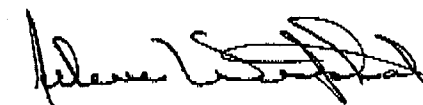
ANNOUNCEMENTS:

- Ms. Brown announced that N.E.W. Curative has renamed their building the "William Nystrom Center" in honor of Dr. Nystrom who served as director there for 33 years.
- Mr. Diedrick noted that Options for Independent Living renamed their building several years ago to the "David Hall Showcase Home".
- Mr. Maricque of the American Red Cross announced that the two part time Transportation Coordinator positions have been filled.

NEXT MEETING DATE – DECEMBER 10, 2009: The next ADRC Board of Director's Meeting will be held on Thursday, January 28, 2010, at 8:30 a.m. at the ADRC.

ADJOURN: Ms. Miller moved to adjourn and Ms. Finder-Stone seconded. **MOTION CARRIED.** The meeting adjourned at 9:50 a.m.

Respectfully submitted,



Arlene Westphal, Secretary